

INSTRUCTIONS
2002-2003 Annual Survey
Of
Apprenticeship Related and Supplemental Instruction (RSI)
[Survey completed in June-July 2003]

GENERAL INSTRUCTIONS

There are **THREE** sets of survey forms.

FORM A: CDE 2002-2003 "MONTOKA"

Completed by **ALL** adult school and regional occupational centers and programs (district and county) agencies **receiving apprenticeship RSI dollars**.

FORM B: CDE 2002-2003 "NON-MONTOKA"

Completed by adult school and regional occupational centers and programs (district and county) agencies supporting apprenticeship RSI with **dollars from other sources** (e.g.: ADA)

FORM C: CDE 2002-2003 "TURNAWAYS"

Completed by adult school and regional occupational centers and programs (district and county) agencies to document **denied new program requests** (from program sponsors) due to insufficient apprenticeship RSI dollars.

Deadline. Friday, July 14, 2003 is the deadline for one **copy** of the completed **survey**, along with the completed **Statement of Certification**, to be received by the California Department of Education (CDE). Send to:

BY EMAIL TO

rdahl@cde.ca.gov

One copy of Certification Page
with original signature must be
returned by mail.

BY MAIL TO

Richard Dahl
ROCP-CDE
1430 N Street, Ste. 4503
Sacramento CA 95814

Program Sponsors. Program sponsor input is critical to the integrity of the projections of total hours of RSI. Allow time to consult with your program sponsor(s).

Sample Survey. Examples of completed surveys are included in this packet.

Definitions. **"Montoya"**. Annual Budget Act funding for apprenticeship RSI hours was initiated over twenty years ago in a bill authored by Senator Montoya. Apprenticeship RSI funds are therefore commonly referred to as "Montoya" dollars.

"RSI". Related and Supplementary Instruction. The classroom companion to on-the-job training in a registered apprenticeship program. Participating LEA's are reimbursed for RSI hours at the rate of \$4.86 up to a capitation (CAP) limit.

"LEA". Local Education Agency. Participating adult school and regional occupational center and program (district and county) agencies

FORM A: CDE 2002-2003 "MONTROYA"

Completed by ALL CDE-LEA's receiving apprenticeship RSI dollars.

TWO-PAGE FORM

TOP OF FORM

Complete:

1. LEA Name
2. County-District-School Code (seven digits)
3. Date survey completed

COLUMNS – PAGE ONE

- A. **"Apprenticeship Program Sponsor"**. The name of the organization, committee, or company that entered into a contract with your LEA to support an apprenticeship program.
- B. **"DAS Program File Number"**. Record the five-digit Division of Apprenticeship Standards file number for each trade or craft (program).
- C. **"DOT Code"**. Record the eleven-digit Dictionary of Occupational Titles (DOT) code for each program.
- D. **"Trade/Craft"**. State the trade or craft of each apprenticeship program. Report the actual program title as listed on program contract(s) between the LEA and the program sponsor. Do not use an abbreviated title.

If one program sponsor runs two or more apprenticeship programs, **report each program on a separate line**.

TIP. Program sponsors, DAS File numbers, DOT codes, and trade/craft titles on file at CDE for LEA's from the previous annual survey may be reviewed at:

<http://www.cde.ca.gov/ci/apprenticeship/contacts.html>

- E. There is no Column E on Form A.
- F. **"FY 2002-03 Unduplicated Number of Registered Apprentices Funded ONLY by Montoya/RSI Dollars"**. Report the total anticipated, unduplicated number of registered apprentices in a particular trade or craft for the fiscal year July 1, 2002 to June 30, 2003. This total includes apprentices who attended one or more class sessions during the fiscal year **supported ONLY by Montoya/RSI dollars**.
- G. There is no Column G on Form A.
- H. **"FY 2002-03 Total Montoya/RSI Classroom Hours"**. Report the total classroom hours you anticipate in fiscal year July 1, 2002 to June 30, 2003 for each program listed on the survey **supported ONLY by Montoya/RSI dollars**.
- I. **"FY 2002-03 Montoya/RSI Expenditure: Instruction (\$)"**. Report all ***Instructional Costs*** for delivery of apprenticeship RSI. Include **Montoya-paid** instruction related expenditures by

LEA, district/county. Instructional costs include instructional personnel, travel, instructional materials, supplies, facilities, etc. Report **only costs covered by Montoya/RSI dollars.**

COLUMNS – PAGE TWO

Repeat information from Column A on page one in Column A on page two.

- J. **"FY 2002-03 Montoya/RSI Apportionment Expenditure: Non-Instruction (\$)"** Report all ***Non-Instruction Costs*** for delivery of apprenticeship RSI. The entry includes all **Montoya-paid** expenditures by **the LEA, district/county**. Costs include the administrative overhead and support, administrative personnel, clerical personnel, etc. Report **only costs covered by Montoya/RSI dollars**. Excess costs (defined in Labor Code Section 3074, Chapter 4, Division 3) incurred by the program sponsor, LEA, district and county should not be included here.
- K. **"FY 2002-03 School/District Administration (\$)"**. Report the ***Non-Instruction Costs*** subtotal of Column J related to the LEA, **school/district** administrative overhead and support, administrative personnel, clerical personnel, etc. Report only costs covered by Montoya/RSI dollars.
- L. **"FY 2002-03 County/Office Administration (\$)"**. Report the ***Non-Instruction Costs*** subtotal of Column J related to the LEA, **county office** administrative overhead and support, administrative personnel, clerical personnel, etc. Report only costs covered by Montoya/RSI dollars.
- M. There is no Column M on Form A.
- N. **"FY 2003-04 Instructional Hours Projected"**. Report the total classroom hours **you and your program sponsor** expect to report as of June 30, 2004. **Assume for this item that you have no CAP on the number of RSI hours for which you can be reimbursed.**
- O. **"FY 2004-05 Instructional Hours Projected"**. Report the total classroom hours **you and your program sponsor** expect to report as of June 30, 2005. **Assume for this item that you have no CAP on the number of RSI hours for which you can be reimbursed.**

FORM B: CDE 2002-2003 "NON-MONTOYA"

Completed by LEA's supporting apprenticeship RSI with dollars from sources other than Montoya funds

TWO-PAGE FORM

Note. Not every LEA will have RSI hours supported by funds other than Montoya to report.

TIP. Use Form B ONLY to report courses with 100% RSI HOURS **COMPLETELY** SUPPORTED BY FUNDS OTHER THAN MONTOYA REIMBURSEMENT FUNDS.

If your LEA **PARTIALLY** supports RSI hours in a specific course with non-Montoya funds (e.g.: ADA):

- Report Montoya-paid data for the course on Form A
- Report ALL projected RSI hours (Montoya and non-Montoya paid) on Form A, columns "N" and "O".
- Asterisk the course on Form A, column A, and footnote the following:
 - Number of non-Montoya funded RSI HOURS PAID for 2002-2003
 - Number of non-Montoya funded APPRENTICES ENROLLED for 2002-2003

TOP OF FORM

Complete:

1. LEA Name
2. County-District-School Code (seven digits)
3. Date survey completed

COLUMNS – PAGE ONE

- A. "Apprenticeship Program Sponsor".** The name of the organization, committee, or company that entered into a contract with your LEA to support an apprenticeship program.
- B. "DAS Program File Number".** Record the five-digit Division of Apprenticeship Standards file number for each trade or craft (program).
- C. "DOT Code".** Record the eleven-digit Dictionary of Occupational Titles (DOT) code for each program.
- D. "Trade/Craft".** State the trade or craft of each apprenticeship program. Report the actual program title as listed on program contract(s) between the LEA and the program sponsor. Do not use an abbreviated title.

If one program sponsor runs two or more apprenticeship programs, **report each program on a separate line.**

TIP. Program sponsors, DAS File numbers, DOT codes, and trade/craft titles on file at CDE for LEA's from the previous annual survey may be reviewed at:
<http://www.cde.ca.gov/ci/apprenticeship/contacts.html>

FN. "FY 2002-03 Unduplicated Number of Registered Apprentices NOT Funded by Montoya/RSI \$". Report the total anticipated, unduplicated number of registered apprentices in a

particular trade or craft for the fiscal year July 1, 2002 to June 30, 2003. This total includes apprentices who attended one or more class sessions during the fiscal year **NOT supported by Montoya/RSI dollars.**

GN. "FY 2002-03 Total NON-Montoya/RSI Hours". Report the total classroom hours you anticipate in fiscal year July 1, 2002 to June 30, 2003 for each program listed on the survey **NOT supported by Montoya/RSI dollars.**

COLUMNS – PAGE TWO

Repeat information from Column A on page one in Column A on page two.

IN. "FY 2002-03 NON-Montoya/RSI Expenditure: Instruction (\$)". Report all *Instructional Costs paid by other funds* for delivery of apprenticeship RSI. Include instruction related expenditures by **LEA, district/county**. Instructional costs include instructional personnel, travel, instructional materials, supplies, facilities, etc. Report **only costs NOT covered by Montoya/RSI dollars.**

JN. "FY 2002-03 NON-Montoya/RSI Apportionment Expenditure: Non-Instruction (\$)"
Report all *Non-Instruction Costs* for delivery of apprenticeship RSI. The entry includes all expenditures by **the LEA, district/county**. Costs include the administrative overhead and support, administrative personnel, clerical personnel, etc. Report **only costs NOT covered by Montoya/RSI reimbursement.** Excess costs (defined in Labor Code Section 3074, Chapter 4, Division 3) incurred by the program sponsor, LEA, district and county should not be included here.

KN. "FY 2002-03 School/District Administration (\$)". Report the *Non-Instruction Costs* subtotal of Column J related to the LEA, **school/district** administrative overhead and support, administrative personnel, clerical personnel, etc. Report only costs **NOT** covered by Montoya/RSI apportionment income.

LN. "FY 2002-03 County/Office Administration (\$)". Report the *Non-Instruction Costs* subtotal of Column J related to the LEA, **county office** administrative overhead and support, administrative personnel, clerical personnel, etc. Report only costs **NOT** covered by Montoya/RSI apportionment income.

NN. "FY 2003-04 Instructional Hours Projected". Report the total classroom **hours NOT** funded by your Montoya reimbursement that you and your program sponsor expect to report as of June 30, 2004.

ON. "FY 2004-05 Instructional Hours Projected". Report the total classroom **hours NOT** funded by your Montoya reimbursement that you and your program sponsor expect to report as of June 30, 2005.

FORM C: CDE 2002-2003 "TURNAWAYS"

Completed by LEA's to document **denied new program requests** (from program sponsors) due to insufficient apprenticeship RSI dollars.

TWO-PAGE FORM

Note. Not every LEA will have RSI hours to document as "Turnaways".

It is VERY IMPORTANT for those LEA's that have been approached by employers, labor, training committees and other apprenticeship program sponsors -- with requests to partner/contract in the delivery of RSI -- to document cases wherein a partnership/contract was denied due to insufficient Montoya funds at the LEA.

LEA records of requests by program sponsors may yield insufficient data to complete all columns for each entry. LEA's are encouraged to make follow-up inquiries to obtain as much detail as possible. This data is used to support the need for an RSI increase in the annual Budget Act.

TIP. **Form C** is used to record "**NEW PROGRAM REQUEST**" data. Program sponsors making such requests may already be contracted with your LEA for another program(s), or a sponsor not currently with you. (Many individual sponsors support two or more programs with unique DOT codes and Trade/Craft names).

TIP. **Form A** is used to document an "**EXPANSION REQUEST**" -- a request for additional RSI funding or hours (typically to support an increase in the number of apprentices enrolled in RSI) from one or more of your currently contracted sponsors. (Remember -- out-year projections on Form A assume no CAP on reimbursable hours).

TOP OF FORM

Complete:

1. LEA Name
2. County-District-School Code (seven digits)
3. Date survey completed

COLUMNS – PAGE ONE

A. "Apprenticeship Program Sponsor". The name of the organization, committee, or company that entered into a contract with your LEA to support an apprenticeship program. "DAS Program File Number". Record the five-digit Division of Apprenticeship Standards file number for each trade or craft (program).

B. "DAS Program File Number". Record the five-digit Division of Apprenticeship Standards file number for each trade or craft (program).

C. "DOT Code". Record the eleven-digit Dictionary of Occupational Titles (DOT) code for each program.

D. "Trade/Craft". State the trade or craft of each apprenticeship program. Report the actual program title as listed on program contract(s) between the LEA and the program sponsor. Do not

use an abbreviated title.

If one program sponsor requested two or more apprenticeship programs, **report each program on a separate line.**

TIP. Program sponsor information on file at CDE for LEA's from the previous annual survey may be reviewed at:

<http://www.cde.ca.gov/ci/apprenticeship/contacts.html>

P. "FY 2002-03 Instructional Hours Requested". Report the total classroom hours **requested** by the program sponsor. Clearly this number is an estimate in most cases.

TIP. If RSI details were discussed in terms of apprentices involved, multiply the number of apprentices expected in the first year of the program by the number of RSI classroom hours requested for the first year to generate the total classroom hour sum for Column P.

NT. "FY 2003-04 Instructional Hours Projected". Report the total classroom **hours** that your program sponsor expected to report for the requested program as of June 30, 2004.

OT. "FY 2004-05 Instructional Hours Projected". Report the total classroom **hours** that your program sponsor expected to report for the requested program as of June 30, 2005.

STATEMENT OF CERTIFICATION

The 2002-2003 Annual Survey of Apprenticeship Related & Supplemental Instruction (RSI) [Survey Completed in June/July, 2003]

Name of Reporting Agency _____

Certification: I hereby certify that; 1) to the best of my knowledge the data reported on the attached survey form(s) are true and accurate.

Signature of Person Making the Certification Date _____

Printed Name Title

Email Address Telephone Number

Contact Person Completing Survey Form If Different From Certification Person

Name _____

Title _____

Address _____

Telephone _____

Fax _____

E-mail Address _____

Deadline. Friday, July 14, 2003 is the deadline for one **copy** of the completed **survey**, along with the completed **Statement of Certification**, to be received by the California Department of Education (CDE). Send to:

BY EMAIL TO

rdahl@cde.ca.gov

One copy of Certification Page
with original signature must be
returned by mail.

BY MAIL TO

Richard Dahl
ROCP-CDE
1430 N Street, Ste. 4503
Sacramento CA 95814

Statutory Requirement for the Survey Report

The Budget Act of 2002 contains budget control language that requires CDE to report on the costs of the related and supplemental instruction funding for California Department of Education linked apprenticeship programs. The budget act control language follows:

“The Superintendent of Public Instruction shall report to the Department of Finance and the Legislature not later than October 1, 2003, on the amount of funds expended for and the hours of related and supplemental instruction offered in the apprentice program during the 2002-03 fiscal year, with information to be provided by the school district, county office of education, program sponsor, and trade. Expenditure information shall distinguish between direct and indirect costs, including administrative costs funded for the State Department of Education, school districts, and county offices of education. In addition, the report shall identify the hours of related and supplemental instruction proposed for the 2003-04 and 2004-05 fiscal years by the school district, county office of education, program sponsor, and trade. As a condition of receiving funds for the apprenticeship program, school districts and county offices of education shall report to the Superintendent of Public Instruction the information necessary for the completion of this report.”

The California Community Colleges will be collecting and reporting identical information from sponsors in that system. Reports will be made to the California Apprenticeship Council, Department of Finance and the California Legislature.